

Disclosure of Information – Template Instructions

The Department of Public Instruction (DPI) has created a template to assist Private School Choice Program (PSCP) schools in preparing the Disclosure of Information requirements under [Wis. Stats. §§ 119.23\(6m\) and 118.60\(6m\)](#). ***This template is an optional method for Choice schools to provide the Disclosure of Information to parents and DPI.*** Schools may choose to use a different format; however, schools must provide the information required.

The Disclosure of Information must be provided to each Choice student or parent that applies to attend the school. Choice schools must also provide the Disclosure of Information upon request of a student or parent of a student who is attending the school.

Note: Choice schools **should not** send the school's handbook to DPI as part of the Disclosure of Information, rather just provide the required policies.

Instructions

1. The school can access the Disclosure of Information template at <https://dpi.wi.gov/sms/choice-programs/school-reports>.
2. The school should review the text on each page and update as follows:
 - **Black font:** The black font provides additional instructions for each requirement to assist schools in providing the required information. The school should delete the **black font** instructions upon completion of each requirement section.
 - **Blue font:** The school should replace the **blue font** text with the applicable information for the school on the cover page and the following pages in the template. The school should delete any **blue font** text that is not applicable.
3. The school should save the Microsoft Word file for its records.
4. The school should email the following to privateschoolchoice@dpi.wi.gov (due by August 1):
 - i. Disclosure of Information Form ([PI-PCP-55](#))
 - ii. Disclosure of Information Template (Send as a Word file)
 - iii. Not-for-profit schools only: Copy of the 501(c)3 certificate from the Internal Revenue Service (IRS). See instructions on *page two* of the Disclosure of Information Template under School Organization Structure.

Prior to completing this template, DPI recommends that schools review the Choice Training Module 3-2 Disclosure of Information Requirements at <https://dpi.wi.gov/sms/choice-programs/on-demand-training>.

DPI also recommends reviewing [Wis. Stats. §§ 119.23 and/or 118.60](#), [Administrative Code PI 35 and/or 48](#), [DPI Program Bulletins](#), and [Frequently Asked Questions](#) to understand Choice program requirements.